



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscbfd.com
Baraka Carter, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF October 9, 2024

1. Opening

1.1. CALL TO ORDER - Chairperson Jay Johnson

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire Protection District was held on Wednesday, October 9, 2024, at the Masten Fire Station located at 10810 No Name Uno, Gilroy, CA 95021. Chairman Johnson called the meeting to order at 6:00 p.m. A quorum was present via in-person pursuant to Government Code 54953(e).

1.2. ROLL CALL - LaQueta Lynch

- a. Commissioners Present: Johnson, Keesling, Lewis, Monaco, Acker
- b. Fire District Staff: Fire Chief Carter, Assistant Chief Alcantar
Battalion Chief Main,
Volunteer Firefighter Winter
- c. Absent: Lopez, Ludewig

1.3. DECLARATION OF POSTING OF AGENDA Per Government Code 54954.2 - Clerk LaQueta Lynch

1.4. Introductions

2. Public Participation

None.

3. Agenda Amendments and Changes

4. Approve Consent Agenda

4(a) Minutes Approval

Possible Action:

- a. Approve the August 14, 2024, Regular Meeting minutes.
- b. Approve the September 11, 2024, Regular Meeting minutes.

4a RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Acker
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

4(b) Expenditures Approval

Commissioner Lewis requested that the expenditure be removed from the consent agenda for further discussion. He also noted that Commissioner Ludewig has not yet received payment for the Board of Commissioners meeting held on August 14, 2024. LaQueta Lynch assured him that she would ensure a check is issued to Commissioner Ludewig. Commissioner Johnson inquired about the services provided by Frontier, Charter, AT&T, and Verizon for the district. He suggested considering the consolidation of some internet and phone services to reduce costs. Chief Carter stated that staff can do some research and come back to the Board of Commissioners for cost and what the services are used for in the stations.

Possible Action:

- a. Approve Expenditures from September 1, 2024 – September 30, 2024.

4b RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

4(c) Staff Reports Approval

Commissioner Johnson pulled Grant Writer report so that Chief Main could give a verbal report on what the Grant Writer has been working on.

Possible Action:

- a. Approve Incident Statistical Report.
- b. Approve Inspector Statistical Report.
- c. Approve Grant Writer Report.

Chief Main announced that he has a meeting scheduled with the Grant Writer on October 11, 2024, to discuss potential grants she should consider applying for the District.

- d. Approve Mitigation Fees Report.

4c RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Acker
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Expenditures for August 1, 2024 – August 31, 2024 – Action

Chief Main reported that the initial quote for a full-size Starlink mobile system for three vehicles was \$4,461.00. However, this full-size system would have interfered with the radios in the service vehicles. After further research, he found that a mini-size mobile system, which won't interfere with the radios, is available for \$3,132.00.

LaQueta Lynch reported that she has been working with the Stryker representative to get the refund for the overpayment to Stryker. She stated that they are looking into if the check that was issued has been cashed or putting a stop payment.

Possible Action:

- a. Receive a report on actual cost for Startlink mobile system.
- b. Receive an updated report on Stryker refund.
- c. Approve expenditures from August 1, 2024 – August 31, 2024.

5.1 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Keesling
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

5.2. Cost Comparison for Fuel – Action

The Board of Commissioners advise staff to do a little more research to make sure there will be no additional cost and to pick the lease expensive vendor for fuel.

- a. Receive report on fuel costs comparison between Diesel Direct and Hunt and Sons.
- b. Select a fuel company for the District.
- c. Approve delegation of authority to the Fire Chief, or designee, to negotiate, execute, amend, or terminate an agreement between the selected company and South Stanta Clara County Fire District for fuel. Subject to review and approval as to form and legality by County Counsel. Delegation of authority shall expire January 1, 2025.

5.2 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

5.3. Masten Station Roof Repair – Information

Receive a report on the status of the roof repair for Masten Station.

Chief Main reported that the job has been posted on AD Tech since September 30, 2024. An open house was held on October 4, 2024, to allow contractors to tour Masten Station. He noted that they have until October 7 to submit any questions. Bids must be submitted by October 11, 2024, at 3:00 PM, and the bids will be opened, with the lowest bid selected according to county rules.

5.4. Five-Year Plan Ad Hoc Subcommittee – Information

Receive a report from the Five-Year Plan Ad Hoc Subcommittee on the development of the proposed five-year plan.

Commissioner Acker reported there is nothing to report.

5.5. General Business Manager Position – Information

Receive a report regarding District General Business Manager position.

Commissioner Acker reported there is nothing to report.

5.6. Fire District Branding AD Subcommittee – Information

Receive a report and provide direction to staff regarding District website.

Commissioner Johnson reported that the website has been updated by the web developer for ADA compliance which was phase one of the website update. He stated that phase two will be to move sections of the website around and to update the historical data. There was also concern to abate the use of personal emails for District correspondence due to CPRA concerns.

5.7. South Santa Clara County Volunteers Procedures and Bylaws – Information

Receive a report on the South Santa Clara County Fire District Volunteers Polices.

Chief Alcantar reported that a meeting has been scheduled to review the Procedures and Bylaws for South Santa Clara County Volunteers. He indicated that the meeting would cover the proposed changes and updates, with the aim of finalizing everything at the upcoming meeting.

5.8. Countywide Fire Services Review – Information

Receive a report on LAFCO recommendations and collect any questions.

Chief Carter reported that the community is still looking for a date to have the upcoming LAFCO report out for review.

5.9. Fire Apparatus Subcommittee – Information

Receive a report on the status of the purchase for the replacement engine.

Chief Alcantar reported there is nothing new on the engine. Commissioner Lewis expressed her concerns with the long-time delay in getting an engine for the District.

6. New Business

6.1. Inventory of SSCCFD owned office/computer equipment – Information

Receive a report on inventory of all computers, networking equipment, file storage, etc. purchased by and for the District.

The Board of Commissioners directed staff to do a more detailed inventory of list of items within the District.

6.2. 2024 Volunteer Fire Capacity Grant VFC – Action

- a. Recommend approval to the Board of Directors ratifying the 2024 VFC Grant application submitted by Fire Chief, South Santa Clara County Fire District to the State of California, Department of Forestry and Fire Protection relating to grant funding for purchase of twenty-two (22) communications G5D pagers with charging stations and cables in the amount of \$20,000. This is a 50/50 grant. Fiscal Year 2024-25 approved budget allocation Revenue GL 4422300 \$10,000 Expenditure GL 5561300 \$20,000.
- b. Recommend approval to the Board of Directors accepting the VFC Grant award in the amount of \$10,000 for Fiscal Year 2024-2025.
- c. Recommend adoption of Resolution by the Board of Directors approving the Agreement with the California Department of Forestry and Fire Protection Agreement #7GF24317 and delegating authority to the District Fire Chief to sign and execute the Agreement and any amendments and related forms and documents on behalf of the District. Delegation of authority will expire on July 1, 2025.
- d. Direct staff to place on the Board of Supervisors October 22, 2024, agenda.

6.2 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

6.3. Position Openings – Information

Receive a report on the open positions within the District.

Chief Alcantar reported there is

- One Fire Captain position
- Three Fire Apparatus Engineer positions
- One Associate Government Program Analyst position

6.4. Upcoming events in the District – Information

Receive a report on the upcoming events in the District.

Brandon Winters reported on the following events coming up

- Fly-In/Airport Day event
- Christmas trees give away
- Toy Drives

Commissioner Johnson mentioned that the web developer has added a calendar for upcoming events on the website. He encouraged the Board of Commissioners and staff to send any upcoming events to the web developer for calendar updates.

6.5. Updates to Conflict-of-Interest Code – Action

- a. Approve Recommendations to the Board of Directors for the Conflict-of-Interest Code consisting of changes to position titles and the web link to Regulation 18730.

6.5 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Monaco
AYES:	Acker, Johnson, Keesling, Lewis, Monaco
ABSENT:	Lopez, Ludewig

7. Volunteer Firefighter Report – Brandon Winter

- 44 hours total for the Fire in Napa
- 2 ½ hours total for an incident in Morgan Hill
- Water Tender was on duty 14 hours straight for a state fire
- Events

8. Battalion Chief Report – Chief Main

- Cardiac Monitors have been ordered
- Incidents
- Masten Roof project

9. Chief's Report – Chief Alcantar

- Company 70
- Control Burns
- EMS Trust
- CalFire Agreement

10. Request for Future Agenda Items

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to Staff to place the matter of business on a future agenda.

1. Masten Roof Repair
2. Five-Year Plan Ad Hoc Committee

3. General Business Manager
4. Company 70 procedures
5. LAFCO
6. Fire Apparatus Ad Hoc Committee
7. Inventory list
8. District vendor contracts

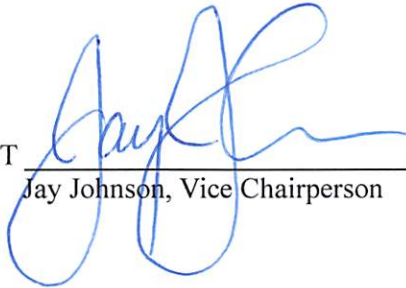
11. Commissioners' Comments

12. Next Meeting is November 13, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:44 pm.

ATTEST



Jay Johnson, Vice Chairperson



LaQueta Lynch, Clerk of the Board